

**Hampshire Fire and Rescue Authority**

**Standards and Governance Committee**

**Item: 13**

**11 December 2013**

**Health and Safety Annual Report 2012/2013**

**Report by the Chief Officer**

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**1 Summary**

- 1.1 This report provides an overview of the progress that has been made to continuously improve and develop the health and safety arrangements within Hampshire Fire and Rescue Service (HFRS). The report identifies current achievements with regard to health and safety activity and intended actions to ensure continuous improvement.

**2 Recommendations**

- 2.1 That the Committee approve the Health and Safety Annual Report for the year 2012/2013.
- 2.2 That the Committee agree the content of the Health and Safety Statement of Intent.

**3 Introduction and background**

- 3.1 HFRS is dedicated to providing effective health, safety, and welfare arrangements for all its staff. This means having in place effective management arrangements ensuring the health safety and wellbeing of its staff whilst minimising the losses (financial and reputational) to HFRS as a result of safety events.
- 3.2 To achieve this the Service must continue to instil, adopt and update best practice that is relevant and proportionate to the risks it faces whilst ensuring that our policy, procedure and guidance is adhered to for all activities. The Service aims to build upon an already positive culture in which managers and staff work together closely and constructively to continuously improve working conditions.
- 3.3 Our vision for continuous improvement of health and safety is based upon the model in Appendix A.

## **4 Health and Safety Statement of Intent**

- 4.1 The Health and Safety at Work act requires an annual review of the Health and Safety Statement of Intent. The Health and Safety Statement of Intent should be signed by the Chair of the Fire Authority and the Chief Officer.
- 4.2 For governance purposes the Health and Safety Statement of Intent and the annual health and safety report are presented to the Standards and Governance committee for approval.
- 4.3 The Health and Safety Statement of Intent can be viewed in Appendix B. There were no changes made to the Statement in this year's review.

## **5 Existing health and safety arrangements**

### **5.1 Policy and procedure**

- 5.1.1 The Health and Safety Committee provides strategic direction for the review and development of policies, procedures and guidance for all health and safety related activities within the Service.
- 5.1.2 The Health, safety and welfare framework for the operational environment was published by the Department of Communities and Local Government in June 2013.
- 5.1.3 The Framework has been published to assist Fire and Rescue Authorities in balancing risks, specifically in their wider role to protect the public and property, while meeting their health and safety at work duties to protect their staff and others.
- 5.1.4 A key driver in shaping the future development of health and safety within the Service, the Health and Safety Committee have commissioned a gap analysis to align current policy and procedure to the recommendations contained within the Framework. The model contained within Appendix A remains the foundation for the health and safety strategy within HFRS, demonstrating the Service's commitment to continual monitoring and improvement. Drivers for change within this model include:
  - legislation,
  - process development,
  - equipment updates,
  - the outcomes of fire and rescue service directives,
  - outcomes from safety event investigations.

This responsive approach does not preclude the scheduled reviews that are programmed for health and safety policies.

Recent policy reviews have included;

- Control of Substances Hazardous to Health (COSHH) (completed March 2013)
- Health and Safety Policy (completed August 2013)

5.1.5 The Service has recently undertaken a 'Health and Safety Climate Survey', developed by the Health and Safety Laboratories (a sub division of the Health and Safety Executive). The electronic survey has been sent to all members of staff and anonymously asks employees for their views on health and safety in the workplace. An analysis of the results will be presented to the Health and Safety Committee in February 2014, whilst a summary of the findings will be made available to all staff within an "Extra" (staff bulletin) planned for February 2014.

## **5.2 Organisation**

5.2.1 The responsibility for Health and Safety Management sits within the Service Delivery Directorate, providing an effective integration of health and safety culture and practice within the core of HFRS activities. HFRS policy places ownership for the implementation and maintenance of health and safety across all departments and with all employees. The health and safety governance structure can be viewed within Appendix E.

5.2.2 As well as leading on the Service's health and safety policy, the Health and Safety Department provide support, guidance and advice to managers and staff, (including representative bodies), whilst monitoring, reviewing and reporting on performance across the Service.

5.2.3 All workplaces have an appointed health and safety representative who, along with workplace managers, support a comprehensive programme of regular health and safety inspections.

5.2.4 Statistics collated from safety events are analysed in detail by the Health and Safety Department, ensuring that investigations are quality assured and lessons learnt are recognised to proactively reduce safety events. The development of safety event investigation is on-going with enhanced training of specialist investigators.

5.2.5 HFRS has the benefit of an elected member champion for health and safety, Councillor Robin McIntosh. This is recognised by the HSE as an example of good practice. Councillor Robin McIntosh is invited to attend the Health and Safety Committee as a standing committee member.

## **5.3 Planning**

5.3.1 The Health and Safety Action Plan is used by the Health and Safety Committee to review and monitor health and safety progress within the Service.

5.3.2 Further detailed planning is undertaken within the Health and Safety Department and this is supported and adapted in response to:

- outcomes from the Health and Safety Committee,
- findings from the workplace inspections,
- risk assessment review,
- the outcomes identified by safety event statistics,
- findings from health and safety site support visits,

- directives from the HSE,
- legislation changes, and
- national and regional health and safety initiatives.

5.3.3 The Health and Safety Department is due to publish a new three year plan in April 2014. Whilst the plan is still being drafted it is anticipated that it will include recommendations contained within the Health, safety and welfare framework for the operational environment and findings from the climate survey.

5.3.4 Progress of the objectives contained within the current Health and Safety Plan (2010-2013) is contained within Appendix C.

#### **5.4 Audit/ feedback from external and internal audits**

5.4.1 Internal auditing of health and safety is undertaken by the Health and Safety Department at station level, with results fed back to management and included within local management development plans.

5.4.2 HFRS annually apply to the Royal Society for the Prevention of Accidents (RoSPA) for recognition in their annual achievement awards. From our submission this year, the Service received a Gold Award. This is the eighth consecutive Gold Award achieved by the Service. We continue to build upon this foundation and look to achieve further success and recognition with RoSPA.

5.4.3 In March 2014 HFRS will be audited by a team of health and safety professionals from the CFOA South East Region as part of a five year cyclic process.

#### **5.5 Internal performance review and measurement**

5.5.1 HFRS internally measures performance through collation and analysis of statistics. An overview of our performance is contained within Appendix D

5.5.2 Overall our safety events remain low and continue to show a downward trend, whilst the type of safety events remain consistent with national statistics. Improved scrutiny of safety events through our use of safety event coordinators will further help us to identify and target trends that emerge.

5.5.3 The Health and Safety Department monitor the health and safety environment and inform the Service and the HFRA of any changes to legislation or notable events, this is coordinated through the Health and Safety Committee.

5.5.4 The Corporate Risk Register contains risk 06g which is focused on health and safety The risk is reviewed quarterly and forms part of the standing Agenda for the Health and Safety Committee. The Service Management Team receives a six monthly update on key health and safety activities by the Health and Safety Manager through the Health and Safety Committee.

5.5.5 A Significant Incident Review Group (SIRG) has been established to address findings and learning points from major safety events that have occurred on a national basis.

## **6 Current and planned development**

### **6.1 Road Risk Management**

The Road Risk Management Group is striving to achieve a reduction in vehicle related safety events involving HFRS employees on service business through:

- compliance with road related legislation,
- improving monitoring of driver compliance (driver licence checks),
- review and analysis of vehicle safety events,
- consolidation of applicable service orders and guidance to vehicle users.

The work of this group supports the safety of the public as well as our staff, and has identified improvements in the investigation and collation of vehicle accidents.

### **6.2 Safety event investigation**

Improved levels of scrutiny by the Health and Safety Department of all safety events are undertaken, with individual safety events assigned to a coordinator.

6.2.1 Safety event investigation training is currently being completed for Level 2 investigations (Safety Events that require reporting to the HSE and the more serious incidents).

### **6.3 Directors Survey**

A survey has been produced to enable Directors within the Service to identify their performance against the 'Institute of Directors' guidance on health and safety. It is intended that this will be used as an annual performance review tool.

### **6.4 Future monitoring of health and safety**

6.4.1 HFRS will continue to apply to RoSPA for assessment and accreditation using the current Gold Award standard as its benchmark. The Service will also seek to be audited by an external group such as the Hampshire Safety Officers Group or fire and rescue service at least every two years to continue to benefit from scrutiny and challenge. Results of all audits will be reported to the Standards and Governance Committee.

6.4.2 Governance of health and safety is controlled at a strategic level through the Health and Safety Committee. The Health and Safety Manager presents a six monthly health and safety report to the Health and Safety Committee and the Service Management Team, highlighting key trends and changes to the health and safety environment.

6.4.3 At delivery level, existing arrangements for monitoring and compliance will be maintained within governance and policy directives as set out by the Health and Safety Department. Processes will be supported by effective

consultation, and engagement with all stakeholders, such as members, representative bodies, national and regional groups, the Health and Safety Committee and network of health and safety representatives who are fully engaged in the process to ensure complete employee participation.

## **7 Contribution to corporate aims and objectives**

- 7.1 Improved health and safety arrangements will support our aim of being the best fire and rescue service in the country.

## **8 Resource Implications**

- 8.1 There are no additional human resources, information and communications technology, physical resources nor financial implications arising from this report.

## **9 Risk Analysis**

- 9.1 It is morally and legally incumbent on HFRS to ensure the health, safety, and welfare of all of its staff, and to ensure that we comply with all of the applicable health and safety legislation and regulations. The creation and maintenance of an exemplary health and safety culture throughout the Service must be key in all activities and supported at all levels.
- 9.2 Responsibility for health and safety lies both with the Service and with the Authority, making it crucial that Members have a full understanding of our arrangements and are satisfied that they are suitable and sufficient.

## **10 Equality Impact Assessment**

- 10.1 The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

### **Background information (Section 100D of Local Government Act 1972)**

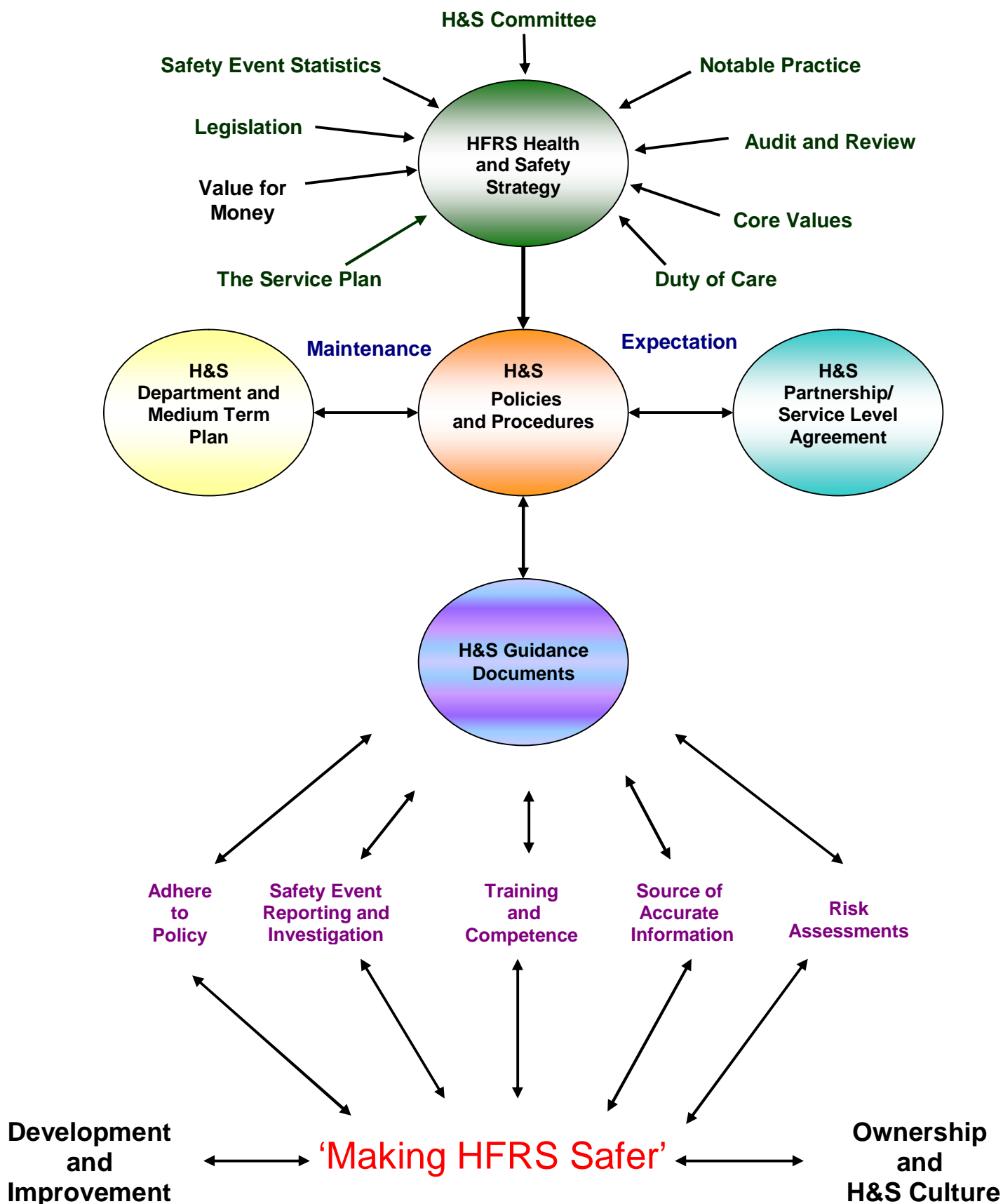
The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

- HFRS Health and Safety Statistics
- National Fire Service Health and Safety Framework

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.



## Health and Safety Schematic





## Health and Safety – Statement of Intent

The Hampshire Fire and Rescue Authority is committed to ensuring the effective management of health and safety throughout Hampshire Fire and Rescue Service (HFRS). Our aim is to achieve continual and progressive improvement in health and safety performance. We confirm that Hampshire Fire and Rescue Service will meet its obligations under the Health and Safety at Work etc. Act 1974 and its supporting Regulations, protecting employees, and ensuring so far as is reasonably practicable that others are not adversely affected by our activities. This commitment is substantiated by HFRS signing up to the HSE Pledge to promote health and safety.

HFRS aims to reduce the incidence of injury, ill-health and loss by the systematic identification, assessment and control of all risks. These will be recorded and made readily available to all employees

Legislation provides for a minimum standard, however where reasonably practicable the Authority will seek to achieve and maintain the highest standards of Health and Safety.

The Director of Service Delivery is responsible for health, safety and welfare in Hampshire Fire and Rescue Service.

Every manager will fully integrate health, safety and welfare into their management role and ensure that all employees are effectively trained in matters relating to health and safety.

All members of staff are required to take reasonable care of their own health and safety, and that of others who may be affected by their work.

The Service will consult with all of its employees, at all levels, through recognised committees on all matters relating to health and safety in accordance with the Safety Representatives and Safety Committees regulations 1996.

When setting budgets for the service the Authority will consider the provision of adequate funding to be available for health and safety improvements and for the provision of expert advice. Successful management of health and safety will reduce ill-health, work related injuries and material losses, thereby lessening the Authority's liabilities and reducing operational costs.

HFRS will report on health and safety performance on annual basis, to the Fire Authority Standards and Governance Committee.

Where a safety event does occur, HFRS will investigate and implement controls to eliminate the chance of any further events. The incidence and cost of work related Safety Events and ill health will, so far as is reasonably practicable, be assessed and published.

HFRS will ensure that there are effective systems in place to monitor health and safety performance through an internal and external audit program, supported by competent, trained and experienced auditors.

The Service shall provide, through shared services with Hampshire Constabulary, an occupational health facility available to all staff.

The Hampshire Fire and Rescue Authority, Hampshire Fire and Rescue Service, its Chief Officer and his/her Senior Management Team are personally committed to the contents of this Statement of Intent. This statement will be reviewed on an annual basis.

Signed:

Signed:

For Hampshire Fire and Rescue Service

For Hampshire Fire Authority

## Health and Safety Medium Term Plan Objectives 2010-13

A brief summary of our achievements against the Health and Safety Medium Term Plan are set out below. A full version of the plan can be found via the following link:

<http://www.hfrs.net/health-and-safety-plan.pdf>

### **Objective 1: Revitalising health and safety across HFRS**

- Health and safety governance arrangements have been redesigned with the introduction of the Health and Safety Committee
- The Health and Safety Department has relocated from the SHQ annex into the headquarters building enabling an improved level of integration into the Service.
- The Health and Safety Department is now integrated into both the Response Policy and Response Working Group ensuring greater focus on response activities.
- The Health and Safety Climate survey has been carried to gain the views of staff on our performance, areas that are successful and ideas to improve our performance.

### **Objective 2: How we will improve manager engagement**

- The Health and Safety Department reviewed its engagement strategy with key managers within geographical Groups and Functions. Improved contact arrangements between safety adviser's and group managers have enabled the identification of the support required and the prioritisation of premises issues.
- The Health and Safety Manager attends a number of key forums including the Group Managers Forum that provide an opportunity to update on performance issues and become sighted on evolving issues.
- Each safety event reported within the Service is assigned a coordinator from the Health and Safety Department to act as a support mechanism and to allow for the sharing of best practice.

### **Objective 3: Improve Workplace Safety Management**

- A four day training course for HFRS managers has been introduced into the Service. Health and safety training specifically aimed at green book managers is currently being reviewed. A review of workplace risk assessment has been completed, resulting in improvements within the process and completed assessments. Fire safety management in SHQ has been reviewed which has resulted in the introduction of training for fire marshals, improved fire drill information, testing regime and an update of the fire risk assessment.
- A complete review of the Control of Substances Hazardous to Health (COSHH) management has taken place, with the development of a central COSHH register and information hub.

### **Objective 4: Improved safety event recording**

- A health and safety event electronic tracker has been developed that ensures that all safety events are recorded, tracked and properly investigated.
- The introduction of FireWatch will enable all safety events to be inputted locally and collated on a central data base. A managed process is currently being developed to allow this transition, with close links fostered between the FireWatch implementation team and the Health and Safety Department.

- The introduction of safety event coordinators has improved the timely and accurate reporting of all safety events.

#### **Objective 5: More effective safety event investigation**

- We now have a team of safety event investigation specialists for all level 2 investigations (Level 2: 14 days plus absence, significant financial loss, HSE Reportable, Service wide implications.)
- A training course has been designed and delivered for safety event investigation. Future training needs, including refresher training is being managed in partnership with the Training and Protection Departments.

#### **Objective 6: Reviewing health and safety training**

- Health and safety training for operational staff is fully integrated into the maintenance of competence scheme. The Health and Department has worked closely with the HR & Training in order to develop learning packages that have been placed on Moodle (Web based training), these have been introduced to improve operational risk assessment and manual handling techniques.
- To facilitate improved health and safety training for green book employees, the Health and Safety Department is reviewing current training provision with a view to including this under the umbrella of shared services. There is further work and negotiations looking at the most effective way of achieving improved training to green book employees, this includes discussions into the benefits of the inclusion of a shared service provision.

#### **Objective 7: Revised Risk Assessment process**

- A robust system now exists that allows for the central collation of all Service risk assessments.
- A gap analysis is being undertaken to identify the completeness of the services risk assessment portfolio.
- In collaboration with the Response Department, the Health and Safety Department are developing a process that will link both equipment data sheets and their relevant risk assessment into a central location that will make them readily accessible to operational staff (including access on the incident ground).
- As part of the Collaborative Partnership there continues to be development of standard operational procedures and their associated risk assessments. These are in a standard format that will enhance cross border activities and ensure ease of access at operational incidents.
- The Health and Safety Department continues to monitor and review all risk assessment and quality assure their content.

#### **Objective 8: Participation Strategy**

- The Health and Safety Department commissioned the climate survey to facilitate engagement with all HFRS employees. The survey is designed to help improve health and safety participation across the organisation and to help identify and develop a strong health and safety culture throughout Service.
- The Health and Safety Department reviewed its engagement strategy with key managers within geographical Groups and Functions. Improved contact arrangements between Safety Adviser's and managers have enabled the identification of support required in order to improve safety in the workplace.

## Health and Safety Statistics

### SUMMARY OF HFRS SAFETY EVENTS For the period 1 April 2006- 31 March 2013

For all HFRS personnel total number – 1850	2006- 2007	2007- 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013
1. Events where there was no injury sustained or a near miss	19	31	28	33	50	55	46
2. Number of reportable safety events (RIDDOR) included in total number of safety events	31	25	38	20	24	28	17
3. Occupational Illness	1	0	0	2	0	4	0
4. Injuries where work time was lost	42	135	42	35	35	45	36
5. Days lost through injuries	452	309	412.5	295	305	616	495
6. Injuries where no work time was lost	32	81	79	56	72	62	65
Total number of injuries	74	216	121	93	107	107	101
Total number of all Safety Events	93	247	149	126	157	166	<sup>1</sup> 147

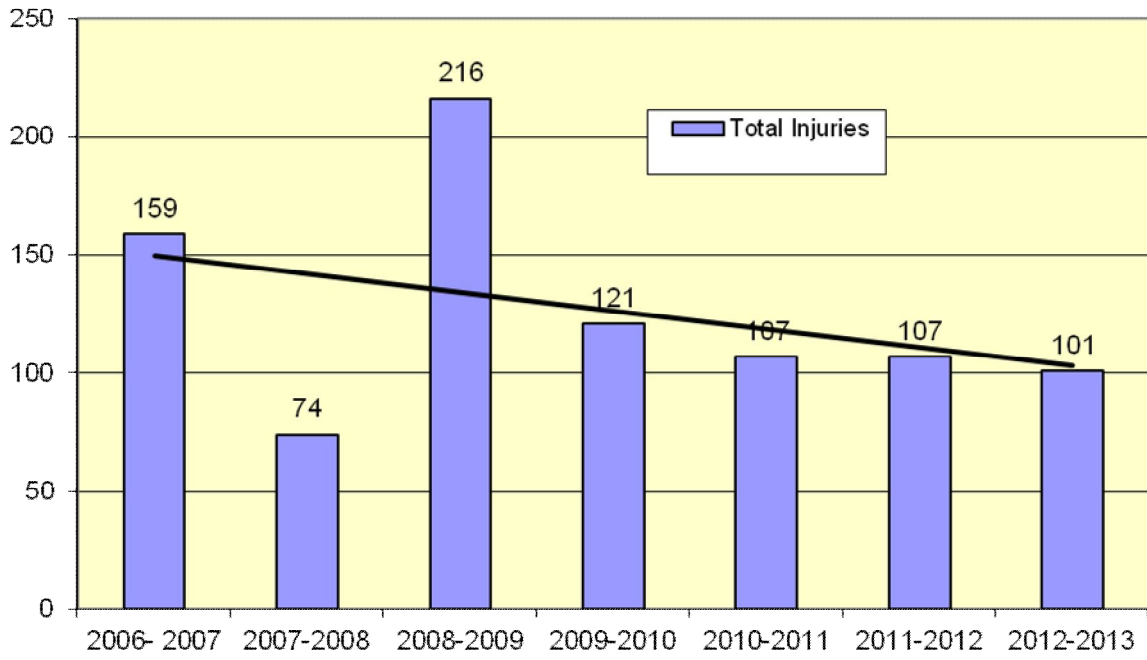
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<sup>1</sup> Equals sum of 1,3,4 & 6

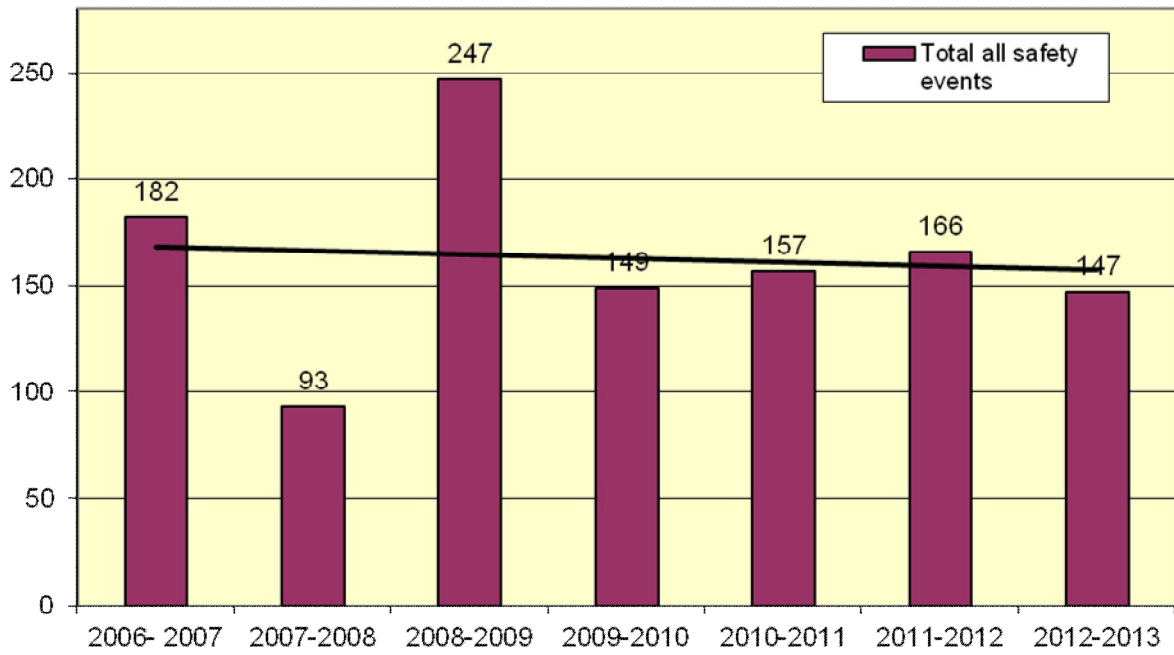
**Summary of all Safety Events by quarter for the year ended 31 March 2013**

<b>For all HFRS personnel total number – 1850</b>	<b>Previous Year 2011 to 2012</b>	<b>1st Quarter 2012 (Apr-Jun)</b>	<b>2nd Quarter 2012 (Jul-Sep)</b>	<b>3rd Quarter 2012 (Oct-Dec)</b>	<b>4th Quarter 2013 (Jan-Mar)</b>	<b>Annual Total 2012/13</b>
No injury/near miss & dangerous occurrences	55	15	9	15	7	46
Injuries where work time was lost	45	3	14	9	10	36
Days lost through injuries	616	25	295	48	127	495
Injuries where no work time was lost	62	14	19	22	10	65
Occupational illness	4	0	0	0	0	0
Number of reportable safety events (RIDDOR)	28	3	6	3	5	17
Total injuries	107	17	33	31	20	101
Total all Safety Events	166	32	42	46	27	147

Total Injuries



Total all Safety Events



Classification	
No injury/near miss & dangerous occurrences	Safety Events that did not result in any injury these include near misses, where nothing happened but could have, dangerous occurrence where damage to property occurred.
Work time lost injuries	Injuries that resulted in time away from work
No work time lost injuries	Injuries where staff returned to work
Occupational Illness	A safety event was the result of or resulted in an occupational health illness such as repetitive strain injury
Number of reportable safety events (RIDDOR)	Please see explanation below

## Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR)

Under RIDDOR, employers and other responsible people who have control over employees and work premises have certain responsibilities.

If any of the following events occur at work, employers, and other responsible people must report the incident to the relevant enforcing authority.

### What has to be reported?

If incidents involving staff, patients, contractors and visitors fall within these criteria, they should be reported under RIDDOR.

- Deaths
- Major injuries (i.e. broken bones etc.)
- Accidents resulting in over three-day injuries
- Diseases
- Dangerous occurrences
- Gas incidents

### Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that

It should be noted that the majority of RIDDORs reported for HFRS come under the 7 day absence category.

# Health and Safety Governance Meetings Structure

